

**AGREEMENT SUMMARY**

STD 215 (Rev 4/2002)

AGREEMENT NUMBER

AMENDMENT NUMBER

IA000001-04

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

1. CONTRACTOR'S NAME

State Coastal Conservancy (SCC)

2. FEDERAL I.D. NUMBER

94-3164968

3. AGENCY TRANSMITTING AGREEMENT

San Diego River Conservancy (SDRC)

4. DIVISION, BUREAU, OR OTHER UNIT

Executive Office

5. AGENCY BILLING CODE

010125

6. NAME AND TELEPHONE NUMBER OF CONTRACT ANALYST FOR QUESTIONS REGARDING THIS AGREEMENT

Regine Serrano (510) 286-4349

7. HAS YOUR AGENCY CONTRACTED FOR THESE SERVICES BEFORE?

☒ NO☐ YES (If YES, enter prior contractor

name and Agreement Number)

8. BRIEF DESCRIPTION OF SERVICES - LIMIT 72 CHARACTERS INCLUDING PUNCTUATION AND SPACES

Administrative work including procurement, accounting, contracting, processing invoices and claim schedules, personnel services, project development and other related administrative work for the San Diego River Conservancy. Interagency agreement is needed to supplement SDRC's small (1 PY) administrative staff.

9. AGREEMENT OUTLINE (Include reason for Agreement: Identify specific problem, administrative requirement, program need or other circumstances making the Agreement necessary; include special or unusual terms and conditions.)

SCC agrees to process necessary documents required for the purpose of assisting the San Diego River Conservancy with its day-to-day activities in various purchasing, travel and other matters which include expenditures from its operating expenses and equipment budget. SDRC will reimburse SCC for staff costs.

10. PAYMENT TERMS (More than one may apply.)

☐ MONTHLY FLAT RATE☐ QUARTERLY☐ ONE -TIME PAYMENT☐ PROGRESS PAYMENT☒ ITEMIZED INVOICE☐ WITHHOLD \_\_\_\_\_ %☐ ADVANCED PAYMENT NOT TO EXCEED☐ REIMBURSEMENT/REVENUE

\$ \_\_\_\_\_ or \_\_\_\_\_ %

☐ OTHER (EXPLAIN)11. PROJECTED EXPENDITURES  
FUND TITLE

ITEM

F.Y.

CHAPTER

STATUTE

PROJECTED  
EXPENDITURESEnvironmental License Plate  
Fund

3845-001-0140

03/04

As approp in  
FY  
04/05ch.208

2004

\$221,712.00

Environmental License Plate Fund

3845-001-0140

04/05

208

2004

\$82,000.00

\$

OBJECT CODE

AGREEMENT TOTAL

\$305,712.00

OPTIONAL USE

AMOUNT ENCUMBERED BY THIS DOCUMENT

\$ 305,712.00

I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.

PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT

0

ACCOUNTING OFFICER'S SIGNATURE

DATE SIGNED

TOTAL AMOUNT ENCUMBERED TO DATE

\$ 305,712.00

12.

AGREEMENT

TERM

From

Through

TOTAL COST OF  
THIS TRANSACTION

BID, SOLE SOURCE, EXEMPT

Original

07/01/04

06/30/07

\$ 305,712.00

Exempt - I/A

Amendment No. 1

\$

Amendment No. 2

\$

Amendment No. 3

\$

TOTAL

\$

(Continue)

STATE OF CALIFORNIA  
**AGREEMENT SUMMARY**  
STD. 215 (NEW 02/98)

## 13. BIDDING METHOD USED:

- ☐ REQUEST FOR PROPOSAL (RFP) ☐ INVITATION FOR BID (IFB) ☐ USE OF MASTER SERVICE AGREEMENT  
(Attach justification if secondary method is used)
- ☐ SOLE SOURCE CONTRACT ☒ EXEMPT FROM BIDDING ☐ OTHER (Explain)  
(Attach STD. 821)

**INTERAGENCY AGREEMENT**

NOTE: Proof of advertisement in the State Contracts Register or an approved form  
STD. 821, Contract Advertising Exemption Request, must be attached

## 14. SUMMARY OF BIDS (List of bidders, bid amount and small business status) (If an amendment, sole source, or exempt, leave blank)

**N/A INTERAGENCY AGREEMENT**

## 15. IF AWARD OF AGREEMENT IS TO OTHER THAN THE LOWER BIDDER, PLEASE EXPLAIN REASON(S) (If an amendment, sole source, or exempt, leave blank)

**N/A INTERAGENCY AGREEMENT**

## 16. WHAT IS THE BASIS FOR DETERMINING THAT THE PRICE OR RATE IS REASONABLE?

**N/A INTERAGENCY AGREEMENT**

## 17. JUSTIFICATION FOR CONTRACTING OUT (Check one)

- ☐ Contracting out is based on cost savings per Government Code 19130(a). The State Personnel Board has been so notified.
- ☐ Contracting out is justified based on Government Code 19130(b). Justification for the Agreement is described below.

Justification:

**N/A INTERAGENCY AGREEMENT**

## 18. FOR AGREEMENTS IN EXCESS OF \$5,000, HAS THE LETTING OF THE AGREEMENT BEEN REPORTED TO THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING?

☐ NO ☐ YES ☒ N/A

## 19. HAVE CONFLICT OF INTEREST ISSUES BEEN IDENTIFIED AND RESOLVED AS REQUIRED BY THE STATE CONTRACT MANUAL SECTION 7.10?

☐ NO ☐ YES ☒ N/A

## 20. FOR CONSULTING AGREEMENTS, DID YOU REVIEW ANY CONTRACTOR EVALUATIONS ON FILE WITH THE DGS LEGAL OFFICE?

☐ NO ☐ YES ☐ NONE ON FILE ☒ N/A

## 21. IS A SIGNED COPY OF THE FOLLOWING ON FILE AT YOUR AGENCY FOR THIS CONTRACTOR?

- A. CONTRACTOR CERTIFICATION CLAUSES ☐ NO ☐ YES ☒ N/A
- B. STD. 204, VENDOR DATA RECORD ☐ NO ☐ YES ☒ N/A

## 22. REQUIRED RESOLUTIONS ARE ATTACHED

☐ NO ☐ YES ☒ N/A

## 23. ARE DISABLED VETERANS BUSINESS ENTERPRISE GOALS REQUIRED? (If an amendment, explain changes, if any)

- ☒ NO (Explain below) ☐ YES (If YES complete the following)

DISABLED VETERAN BUSINESS ENTERPRISES: \_\_\_\_\_ % OF AGREEMENT

- ☐ Good faith effort documentation attached if 3% goal is not reached.

- ☐ We have determined that the contractor has made a sincere good faith effort to meet the goal.

Explain:

**N/A INTERAGENCY AGREEMENT**

## 24. IS THIS A SMALL BUSINESS CERTIFIED BY OSBCR?

☒ NO ☐ YES (Indicate Industry Group) \_\_\_\_\_

## SMALL BUSINESS REFERENCE NUMBER

## 25. IS THIS AGREEMENT (WITH AMENDMENTS) FOR A PERIOD OF TIME LONGER THAN ONE YEAR? (If YES, provide justification)

☒ NO ☐ YES

**I certify that all copies of the referenced Agreement will conform to  
the original Agreement sent to the Department of General Services.**

SIGNATURE/TITLE



DATE SIGNED



STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

AGREEMENT NUMBER

**IA000001-04**

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

**State Coastal Conservancy (SCC)**

CONTRACTOR'S NAME

**San Diego River Conservancy (SDRC)**

2. The term of this Agreement is: **July 1, 2004 through July 30, 2007.**

3. The maximum amount of this Agreement is:

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work

**2 Pages**

Exhibit B – Budget Detail and Payment Provisions

**1 Page**

Exhibit C\* – General Terms and Conditions

**GIA 101**

Check mark one item below as Exhibit D:

☐  
☐

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)

Exhibit - D\* Special Terms and Conditions

Exhibit E – Additional Provisions

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.  
 These documents can be viewed at [www.ols.dgs.ca.gov/Standard+Language](http://www.ols.dgs.ca.gov/Standard+Language)

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

**CONTRACTOR****State Coastal Conservancy (SCC)**

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

**Samuel Schuchat, Executive officer**

ADDRESS

**1330 Broadway, Ste. 1100  
 Oakland, California 94612**
**STATE OF CALIFORNIA**

AGENCY NAME

**San Diego River Conservancy**

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

**Deborah Jayne, Executive Officer**

ADDRESS

**9174 Sky Park Court, Suite 100  
 San Diego, California 92123-4340**

**California Department of General  
 Services Use Only**

☐ Exempt per:

**EXHIBIT**  
(SDRC-SCC Interagency Agreement)

**SCOPE OF WORK**

1. The State Coastal Conservancy agrees to provide the following services:

**A. Transactions**

Administrative work including purchasing supplies, equipment, processing forms as needed to procure such items, processing TECs, provide support for day-to-day accounting functions in the absence of SDRC administrative staff. Process invoices and claim schedules to expend funds from SDRC Operating and Equipment Budget. Providing technical assistance, human resources and contracts assistance and project development work as necessary.

B. Provide accounting, legal and contract/grant administration/processing support for the SDRC. Contractor will also provide technical support to SDRC upon request.

2. The project representatives during the term of this agreement will be:

State Agency: San Diego River Conservancy	Contractor: State Coastal Conservancy (SCC)
Name: Deborah Jayne	Name: Regine Serrano
Phone: (858) 467-2972	Phone: (510) 286-4349
Fax: (858) 571-6972	Fax: (510) 286-4344

Direct all inquiries to:

State Agency San Diego River Conservancy	Contractor: State Coastal Conservancy (SCC)
Section/Unit: Executive	Section/Unit: Administrative
Attention: Deborah Jayne	Attention: Regine Serrano
Address: 9174 Sky Park Court, Ste. 100 San Diego, CA 92123-4340	Address: 1330 Broadway, Ste. 1100 Oakland, CA 94612-2530
Phone: (858) 467-2972	Phone: (510) 286-4349
Fax: (858) 571-6972	Fax: (510) 286-4344



EXHIBIT  
(SDRC-SCC Interagency Agreement)

**2004/2005 Estimate of Administrative Assistance Hours  
To Be Provided To The San Diego River Conservancy From The  
State Coastal Conservancy**

<u>Classification</u>	<u>Type of Assist.</u>	<u>#of Hrs.</u>	<u>Hrly Rate</u>	<u>+ 29% Ovrhd.</u>	<u>Total</u>
Staff Svcs. Mngr.II	Budget/Tech.Assist.	240	x34.55 = \$8,292	+2,405 =	<b>\$10,697</b>
Conserv.PjtDv An II	Project Development	25	x 30.28 = \$757	+ 219 =	<b>\$976</b>
Con Pjt Dev Spec	Project Development	25	x 31.79 = \$795	+ 231 =	<b>\$1,026</b>
2 Accounting Off.	Invoices/TECs/Misc.	456	x 23.98 = \$10,935	+3,171=	<b>\$14,106</b>
Staff Counsel	Legal Review/Advice	50	x 38.09 = \$1,905	+ 552 =	<b>\$2,457</b>
As..Gov.PgmAnal.	Contract Review	18	x 28.83 = \$519	+ 151 =	<b>\$670</b>
Assoc.Pers.Anal.	HRAdvice	18	x 28.83 = \$519	+ 151 =	<b>\$670</b>
Sr. Pers.Spec.	Payroll/HR	24	x 22.83 = \$548	+ 159 =	<b>\$707</b>
Mngmnt Svcs.Tch	Cntrct Proc.	5	x 18.81 = \$94	+ 27 =	<b>\$121</b>
Assoc.Info.SystemsAn.IT/Procur.		24	x 30.28 = \$727	+ 211 =	<b>\$938</b>
Office Tech.	Office Supplies	10	x 17.60 = \$176	+ 51 =	<b>\$227</b>
Word Proc.Tech	Contract Proc	40	x 17.60 = \$704	+ 204 =	<b><u>\$908</u></b>
	<b>Total</b>				<b>\$33,503</b>

**EXHIBIT**  
**(SDRC-SCC Interagency Agreement)**

The following standard provisions are incorporated into this interagency agreement.

1. APPROVAL: This Agreement is not valid until signed by both parties.
2. AUDIT: The agency performing work under this Agreement agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement if it exceeds \$10,000. The agency performing work agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of record retention is stipulated.
3. PAYMENT: Costs for this Agreement shall be computed in accordance with State Administrative Manual Section 8752 and 8752.1.
4. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.
5. SUBCONTRACTING: All subcontracting must comply with the requirements of the State Contracting Manual, Section 3.06.
6. ADVANCE PAYMENT: The parties to this interagency agreement may agree to the advancing of funds as provided in Government Code Sections 11257 through 11263.
7. DISPUTES: The agency performing work under this Agreement shall continue with the responsibilities under this Agreement during any dispute.
8. TIMELINESS: Time is of the essence in this Agreement